

Monitoring

21st CCLC
New Coordinators' Academy
October 7, 2014

WHY MONITOR?

- ✗ Federal government requirement
- ✗ Need for continuous improvement
- ✗ Compliance with reporting requirements
- ✗ Early identification of promising practices
- ✗ Opportunity to share experiences
- ✗ Identification of needs for technical assistance
- ✗ Financial accountability

EXCERPT FROM VIRGINIA'S FEDERAL TITLE IV-B APPLICATION

Monitoring. The VDOE provides monitoring on a continuous basis to grant recipients.

On-site monitoring. On-site visits are made as follows:

- ✘ All grantees operating in year [one] receive an on-site visit during the first [full] school year of operation. This allows grantees time to benefit from any findings of the site visit and implement corrective action, if indicated.
- ✘ Grants awarded to nonschool division entities (community, faith-based organizations, private schools, and local governments) operating in years one and two are visited. These entities have minimal oversight from school administrators, are generally not subject to the single audit act, and are usually located off school campuses. A visit in years one allows for follow-up technical assistance and implementation of corrective action of these organizations early in the grant operation period. They are monitored for a second time in year two.

EXCERPT FROM VIRGINIA'S FEDERAL TITLE IV-B APPLICATION

- ✖ Certain grantees demonstrating promising practices are selected to observe and report promising practices that can be used in the development of statewide training, evaluation, and dissemination of promising practices.

Fiscal monitoring. Fiscal monitoring occurs throughout the year through the VDOE's OMEGA system. This includes monitoring the reimbursement expenses claimed from grant funds, transfer of funds between object code expenditures, and the unclaimed balances for each grantee.

Desk monitoring to meet requirements. All grantees are monitored by VDOE specialists on an ongoing basis for submission of required reports and evaluation data. This includes reporting of data in PPICS, submission of the annual local evaluation (ALERT), and other reports required by the VDOE to assess the program's progress toward achieving its goal of providing high-quality opportunities for academic enrichment.

EXCERPT FROM VIRGINIA'S FEDERAL TITLE IV-B APPLICATION

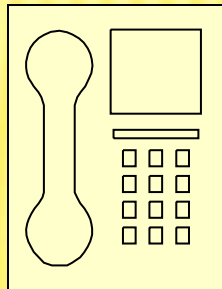
Online monitoring system. The GMD has been designed through a cooperative agreement with CREP. This self monitoring template is available for all grantees to use throughout the three-year grant award period. The components of the monitoring system are voluntary in the first two years of the grant and mandatory in year three. Results in year three are compiled and made available to VDOE by CREP, and follow-up is made as appropriate.

RECIPIENTS PARTICIPATING

- ✗ Year 1 (Cohort 13)
- ✗ Nonschool Division Grant Recipients
Year 2 (Cohort 12)
- ✗ Recipients with Significant finding(s)
from the prior year
- ✗ Promising Practices
- ✗ Approximately 55 visits

AUDIO CONFERENCE

Held in March 2015 prior to the start of the monitoring process for those grant recipients being visited.



LOCATION OF THE PROGRAM MONITORING PROTOCOL

21st CCLC Web site
(resources)

http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml

VDOE WEBSITE

The screenshot shows a web browser window displaying the Virginia Department of Education (VDOE) website. The address bar shows the URL: http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and printing. The website header features the Virginia.gov logo, the text "Agencies | Governor", and a search bar labeled "Search Virginia.Gov". Below the header is a navigation bar with the text "VIRGINIA DEPARTMENT OF EDUCATION" and a search bar. The main content area is titled "TITLE IV" and "TITLE IV: 21ST CENTURY SCHOOLS". It includes a description of the program and a list of links: "Expand All" and "Collapse All". A sidebar on the left contains a list of navigation links: VDOE Home, About VDOE, Board of Education, News, For Public Education Administrators, For Students & Parents, Education Directories, Standards of Learning (SOL) & Testing, Instruction, Special Education, Student & School Support, Teaching in Virginia, Federal Programs, Statistics & Reports, Information Management, and School Finance. A sidebar on the right contains a list of links: Federal Programs, ELEMENTARY & SECONDARY EDUCATION ACT (ESEA), ESEA Flexibility, Title I: Improving the Academic Achievement of the Disadvantaged, Title II: Preparing, Training & Recruiting High Quality Teachers & Principals, Title III: Language Instruction for Limited English Proficient & Immigrant Students, Title IV: 21st Century Schools, Title V: Promoting Informed Parental Choice & Innovative Programs, Title VI: Flexibility & Accountability, Title VII: Indian, Native Hawaiian & Alaska Native Education, Title VIII: Impact Aid Program, Title IX: Equitable Services to Private Schools, Title X, Part C: Homeless Education, Federal Program Monitoring for ESEA, Resources: Technical Assistance Academy for Coordinators, Applications for Federal Funds, State Implementation Documents, and You May Also Be Interested In:.

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VIRGINIA DEPARTMENT OF EDUCATION

Home » Federal Programs » ESEA (NCLB) » Title IV » Part B: 21st Century Community Learning Centers

VDOE Home

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TITLE IV

TITLE IV: 21ST CENTURY SCHOOLS

The 21st Century Community Learning Centers (Title IV, Part B) program supports the creation of opportunities for academic enrichment during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and mathematics; offers students enrichment activities that complement regular academic programs; and offers literacy and other educational services to the families of participating children.

VDOE funds, through a competitive process, projects that provide significant expanded learning opportunities for children and youth, and that will assist students to meet or exceed state and local standards in core academic subjects.

[Expand All](#) | [Collapse All](#)

- Application Process
- Grantee Information
- Resources
- Evaluation
- Conference Presentations
- Equitable Services to Private School Students

[Top of Page](#)

Federal Programs

ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)

ESEA Flexibility

Title I: Improving the Academic Achievement of the Disadvantaged

Title II: Preparing, Training & Recruiting High Quality Teachers & Principals

Title III: Language Instruction for Limited English Proficient & Immigrant Students

Title IV: 21st Century Schools

Title V: Promoting Informed Parental Choice & Innovative Programs

Title VI: Flexibility & Accountability

Title VII: Indian, Native Hawaiian & Alaska Native Education

Title VIII: Impact Aid Program

Title IX: Equitable Services to Private Schools

Title X, Part C: Homeless Education

Federal Program Monitoring for ESEA

Resources:

Technical Assistance Academy for Coordinators

Applications for Federal Funds

State Implementation Documents

You May Also Be Interested In:

2014-2015 PROGRAM MONITORING PROTOCOL

Three general areas of protocol

1. Operational Information
2. Grantee Compliance Requirements
3. Continuation Application

PROTOCOL DESIGN

Grantee Compliance

Requirement	Documentation	Is sufficient documentation provided?
37 Specific Areas	Examples of documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments:</u> (at bottom of each page)

PROTOCOL DESIGN

Title IV-B On-Site Monitoring Report

Requirement	Documentation	Requirement Met?
11. The grantee expends 21 st Century funds according to the original grant application (or approved amendments).	<ul style="list-style-type: none"> Budget expenditures / Financial summary reports Budget change requests/amendments Purchase invoices Time and effort worksheets 	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. The grantee maintains documentation for materials and equipment purchased with 21 st CCLC funds.	<ul style="list-style-type: none"> Purchase orders/invoices Inventory List of nonconsumables 	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Appropriate documentation for employees of the grant program is maintained.	<ul style="list-style-type: none"> Staff timesheets Time and effort worksheets Background check and citizenship documents (Signed statement certifying completed for all staff) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Observation and review of records indicate the grant recipient is using grant funds to supplement and not supplant existing school division services.	<ul style="list-style-type: none"> Original RFP application budget narrative Continuation application budget narrative Reimbursement requests 	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. The program works in genuine collaboration with at least one partner to implement program services. Partners provide services in accordance with the original grant application (or approved amendments).	<ul style="list-style-type: none"> Agreements/MOUs/Contracts Documentation of Services/activities Meeting minutes/summaries 	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. The grantee completes the federal 21 st Century Profile and Performance Information Collection System (PPICS) and participates in the state monitoring and evaluation process as required and according to established deadlines.	<ul style="list-style-type: none"> Section II data Completed PPICS/state monitoring and evaluation instruments 	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE ENTER THE ITEM NUMBER AND COMMENTS FOR AREAS OF CONCERN ON THIS PAGE.

Item #

Comments

CONTINUATION APPLICATION

	A	B	C	D	E	F	G	H	I	J	K	L
	<p align="center">Virginia Department of Education 21st Century Community Learning Centers Grant Title IV, Part B, of the Elementary and Secondary Education Act of 1965 (ESEA)</p>											
1												
2	Applicant:	f										
3	School(s)	0										
	<p align="center">CONTINUATION APPLICATION for 2014-2015 Award</p> <p align="center"><i>Due Monday, March 10, 2014</i></p>											
5	<p>Submit one original signed hard copy of cover pages one and two of this application to the mailing address listed below. Also send an electronic file containing this completed Excel file application, either on a compact disc (CD), flash drive, or by e-mail to 21stContinuation@doe.virginia.gov by Monday, March 10, 2014. Do not submit a hard copy of the entire application. By affixing the signature(s) to page one of the cover page, the applicant certifies all information contained in the electronic file submitted.</p>											
6	<p align="center">SEND A <u>SIGNED HARD COPY OF COVER PAGES ONE AND TWO</u> (to the address below) TO:</p> <p align="center">Chris McLaughlin (804) 225-2901 Chris.McLaughlin@doe.virginia.gov</p> <p align="center">Virginia Department of Education Office of Program Administration and Accountability</p> <p align="center">Via U.S. Mail: P. O. Box 2120 Richmond, Virginia 23218-2120</p> <p align="center">or</p> <p align="center">Delivery Address (for UPS or FedEx): James Monroe Building - 23rd Floor 101 N. 14th Street Richmond, VA 23219</p>											
7												
8												
9												

MONITORING LOGISTICS

- ✗ Monitoring will take place in March, April, and May of 2015.
- ✗ VDOE consultants will contact grant coordinators to schedule the monitoring visit.
- ✗ The monitoring will be conducted by consultants representing the Virginia Department of Education.

PREPARATION FOR MONITORING VISIT

PHASE 1: BEFORE THE VISIT

- ✗ Prepare responses to requirement indicators.
- ✗ Gather electronic or hard copy evidence for each indicator.

PREPARATION FOR VISIT

PHASE 2: ON-SITE PROCEDURES

- ✗ Develop a schedule for the monitoring visit with the monitor.
- ✗ Coordinate in advance if more than one grantee representative needs to be on-site for the interview.
- ✗ Provide a location for state and grantee representatives to meet.

MONITORING VISIT

PHASE 3: FOLLOW UP

Provide documentation as requested by VDOE staff.

NOTIFICATION OF COMPLIANCE

Following the visit, divisions will receive a letter indicating whether the division was in full compliance, or whether there are areas of non-compliance.

MONITORING SUMMARY

- Most items are addressed in advance by the local grant coordinator working with the state Title IV specialist assigned to the division.
- History shows that most grantees have no monitoring findings.
- When findings are found, they are usually corrected either on-site or shortly thereafter.

MONITORING SUMMARY

- Program monitoring is an opportunity for grantees to showcase their programs.
- Monitoring typically results in on-site technical assistance.
- The preparation and organization by the grantees have been excellent.

QUESTIONS



CONTACT INFORMATION

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